

Between  
**May 15–31**,  
you must go  
online to enroll.

# How to Enroll Online

During Benefits Open Enrollment, you may add, drop, or make changes to your benefits. **You must complete your enrollment BEFORE 11:59 p.m. ET on Thursday, May 31, 2018**, or you will not have coverage for the new Plan Year! The elections you make become effective August 1, 2018.



**Want to take a quick tour to learn how you can use UltiPro to review, elect, and submit your benefit choices for the Open Enrollment session?**

Visit [http://quicktours.ultimatesoftware.com/ultipro/make\\_open\\_enrollment\\_elections/en-US/index.html](http://quicktours.ultimatesoftware.com/ultipro/make_open_enrollment_elections/en-US/index.html)

## When you're ready to enroll:

1. Visit <https://e13.ultipro.com/login.aspx>.
2. Once logged in, click on the Menu button in the upper left, hover over the "Myself" tab, and navigate to "Open Enrollment".
3. Select the Open Enrollment session.
4. The system will prompt you to add your dependents and beneficiary information, and will then walk you through the steps to enroll in each benefit.
5. Once you are finished with your elections, the last page will show a summary of the changes you are about to make. Please verify your changes carefully and review any outstanding actions or errors. You must take care of these action items prior to submitting your final elections. When you are satisfied with your changes, please print a copy of this page for your records and click the Submit button to submit your elections.



## BEFORE YOU ENROLL:

You'll need to provide a Social Security Number and Date of Birth for each family member you add to coverage, so be sure to have this information handy when you go online to enroll.



## QUESTIONS?

- Contact your Human Resources Department.
- Attend the Health & Wellness Fair at your location.
- View the Associate Resources webpage at [www.asbury.org/associates](http://www.asbury.org/associates).
- Contact the PSA Benefits Hotline at 1-877-716-6618 or via email at [Asbury@psafinancial.com](mailto:Asbury@psafinancial.com).